Process Name: Inventory (Central Stores)	**Process Identifier: IN**
Sub-Process Name: Stock Reorder	**Sub-Process Identifier**: IN-1

Sub-Process Purpose and Objectives: To order items to replenish inventory stock.

Sub-Process Description: The sub-process begins when the Purchasing Supervisor receives a reorder-point report generated by the FIMS system. The Supervisor allocates the reorder procurements to Buyers. The Buyers then review their assignments and determine from where to source the items they are to procure. Many items are purchased off State contract; items that are not are typically bid out. Once the procurement source is determined, the Buyer first enters a PO into the FIMS system and then enters a PO into the TOPS system. The TOPS system automatically generates an electronic approval path, and assuming all approvals are granted, the Buyer prints the PO and sends the PO to the respective vendor. The Buyer monitors the status of POs he/she has issued, as well as backordered items.

When the Warehouse receives the ordered goods from the vendor, the goods are inspected, and if the goods are in good condition, meet the specifications of the order, etc., the Warehouse enters receipt information into FIMS. Next, the Buyer enters receipt information into TOPS, and the sub-process flow is transferred to the Invoice process.

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
• This sub-process is triggered when the Purchasing Supervisor receives a reorder-point report that is generated by the FIMS system.	• Purchasing Supervisor • Buyers • Warehouse Personnel • Administration Central Stores OFM Commission • Vendors / Bidders

Inputs:

Input	Format	Volume/Time	Suppliers
Items to be reordered	Paper report		FIMS system
Shipments of goods received	Goods		Vendors

Process Name: Inventory (Central Stores)	**Process Identifier:** IN
Sub-Process Name: Stock Reorder	**Sub-Process Identifier**: IN-1

Outputs:

Output	Format	Volume/Time	Recipients
POs	Paper		Vendors
Receipt transactions	Electronic		TOPS and FIMS

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process: (1) Accounting policy (2) Inventory policy (3)
Purchasing policy (4) State code (5) federal code

Current Sub-Process Issues/Problems:

- POs must be manually entered into TOPS and FIMS

Improvement Opportunities:

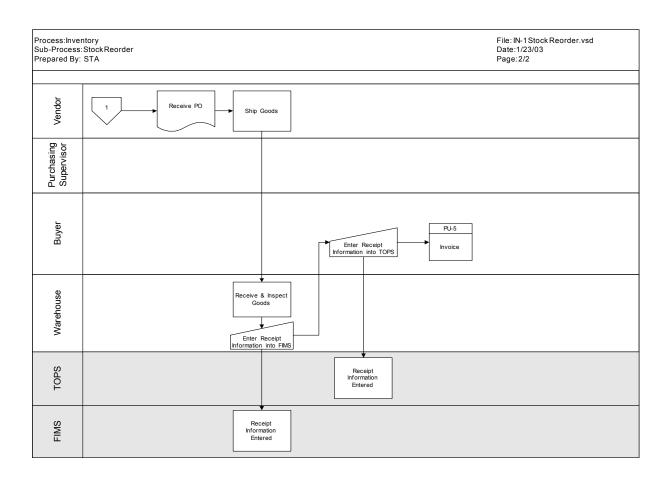| Opportunity *Merge cells to link one Opportunity to multiple impacts)*	Organizational Impacts *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	
Currently purchase orders must be manually entered into TOPS and FIMS; build or buy (e.g., ERP) system integration that would eliminate the need to enter purchase orders and receipt information into FIMS and TOPS		

Process Name: Inventory (Central Stores)	**Process Identifier:** IN	
Sub-Process Name: Stock Reorder	**Sub-Process Identifier**: IN-1	
Implement system functionality that would cause reorder points in the system to trigger the generation of requisitions for the items to be reordered. The requisitions could then be manually assigned to Buyers (within the system) or be assigned by the system based on commodity code, Buyer workload, and other factors.		
Implement the ability for the Inventory system to transmit purchase orders directly to the receiving vendor's system		
Reduction in inventory levels required to be maintained and inventory carrying costs		
Applications that Support the Sub-process		
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*	
TOPS	TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.	
FIMS		

Process: Inventory
Sub-Process: Stock Reorder
Prepared By: STA

File: IN-1 Stock Reorder.vsd
Date: 1/22/03
Page: 1/2

Vendor

Purchasing Supervisor
- Purchasing Receives Reorder-point Report
- Receive & Review Reorder-point Report
- Allocate Procurements to Buyers
- 1

Buyer
- Receive & Review Procurement Assignment then Determine Source
- *Many items are purchased off State contract; items that are not are typically bid out*
- Enter PO into FIMS
- Enter PO into TOPS
- Print PO
- Receive PO & Send it to Vendor
- Monitor Late & Backordered Items

Administration Central Stores OFM Commission
- Approvals Director OFM Commission

TOPS
- PO Entered
- PO Printed

FIMS
- Reorder-point Report Generated
- PO Entered

Process: Inventory	File: IN-1 Stock Reorder.vsd
Sub-Process: Stock Reorder	Date: 1/23/03
Prepared By: STA	Page: 2/2

Vendor	1 → Receive PO → Ship Goods
Purchasing Supervisor	
Buyer	Enter Receipt Information into TOPS → PU-5 / Invoice
Warehouse	Receive & Inspect Goods → Enter Receipt Information into FIMS
TOPS	Receipt Information Entered
FIMS	Receipt Information Entered